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FILE *Meetings (Minutes)*

MINUTES

10 MAY 1968

DD/S STAFF MEETING

7 May 1968 - 1035 Hours

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2. Trip by

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announced that [redacted] is taking a trip to countries bordering [redacted] from 12 to 26 May 1968, and has solicited any business that he might be able to cover for DD/S offices.

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3. Review of Contract Employees

Mr. Wattles said that Colonel White is concerned that we may have contract employees doing jobs that staff employees can do. In order to assure that contract employees will not be retained when staff employees will be available through the BALPA reduction, etc., Colonel White in a 1 May memo to the Deputy Directors asked that they review and certify that each contract employee in the United States is required and must be continued. Office Heads should make their responses to the Director of Personnel, who will assemble Support Directorate responses for the DD/S.

4. Routing of Documents

Mr. Bannerman pointed out that the practice of routing documents directly to the Executive Director or higher, while furnishing the DD/S with a drop copy, was unsatisfactory except in very routine cases not involving policy, programs, or operations. The rule is that documents will be routed through the Deputy Director for Support when addressed to higher authority.

5. Mr. Bannerman attended an inter-Agency meeting on plans for contingencies developing as a result of the Poor People's March. A system is in being to meet emergencies. Three senior officials of each agency have been designated to take necessary actions; the CIA officials are, in order of precedence, Colonel White, Mr. Bannerman, and Mr. Coffey. Office Heads should retain this information for their own use. Mr. Meloon queried as to Agency policy with respect to requests from personnel to participate in the march. Mr. Bannerman said that employees may request annual leave as they have a personal

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right to participate in such affairs. Any problem cases that might arise could be referred to the DD/S for policy guidance from Colonel White. Messrs. Meloon and Wattles discussed a suggestion that a prepared statement be read to each employee planning to participate to remind the employee that he should undertake no actions to bring discredit on CIA, etc. Mr. Osborn noted that he has made plans to provide an intelligence summary to the DD/S each Monday morning during this period.

6. Report on Polygraph Research

Mr. Bannerman said that the report validates the polygraph as a reliable screening device and that the Agency is planning to go ahead with contracts to improve the polygraph sensors.

7. Retirement Policy and Retirement Rationale

These papers were approved by the DCI last week and will be formally announced later. The committee of Deputies is also continuing its work on retirement incentives, etc. Mr. Meloon raised the question of bringing people in to Headquarters [redacted] for retirement counseling. The DD/S

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10. Vietnam Negotiations

Mr. Bannerman said that OCI had raised an interesting concept of putting data into the computer dealing with the upcoming negotiations. This would include the positions of the various parties on particular dates, etc.

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11. Assignments

The DD/S announced that Mr. Fuchs will become Chief of the Audit Staff on 13 May 1968, and Mr. Bush will assume the position of Director of Finance at the same time.

12. Records Management Conference

A Records Management Conference is to be held this afternoon in the auditorium and will include talks by the newly appointed Archivist of the United States, Dr. Rhoads, a Deputy Archivist and [redacted] to the Agency. This is an area of real problems with respect to space for records etc.

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13. Around the Table

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a. [redacted]

Commo is in good shape for the Vietnam talks to begin in Paris this Friday.

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[redacted]

c. Mr. Osborn:

After painting seven different sets of lines on the roadway at Gate 1 it is hoped that the traffic system there has been straightened out.

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d. Dr. Tietjen:

Four officials of the American Medical Association will be Agency guests today. Dr. Tietjen commented that he believed this to be good public relations in return for the help that AMA continues to provide us.

There are indications that the House Committee may soon begin hearings on Senator Irvin's Invasion of Privacy Bill (S. 1035). Mr. Osborn commented that he thought the briefing paper prepared on this bill was excellent.

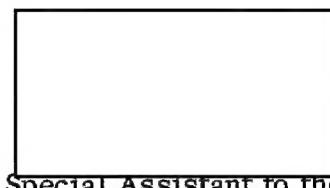
e. Mr. Richardson:

Announced that Carl Duckett had agreed that the Office of Computer Services would take over ADP training. This was clarified to indicate that the Office of Training will continue to administer ADP courses but that OCS will provide the instructors.

f. Mr. Meloon:

The parking committee has been struggling to arrive at recommendations to alleviate the Rosslyn parking problem but the DDI, DDS&T, and DD/P do not want to endorse a pay parking system at Headquarters. We are apparently back where we started from.

14. The meeting adjourned at 1130.



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Special Assistant to the
Deputy Director for Support

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DD/S STAFF MEETING

ACTION ITEMS

1. Office Heads to review need for domestic contract employees and report to the Director of Personnel.

2. Determine parameters of Study desired by BoB.

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